



JOB OPPORTUNITY

DEPARTMENT OF PERSONNEL ADMINISTRATION

CLASS TITLE: Personnel Program Manager I (2 Positions)

SALARY:	\$6042-6662	POSITION NUMBERS:	363-610-5322-001 363-620-5322-001
TENURE*/TIME BASE:	Permanent Full Time	FINAL FILING DATE:	April 7, 2006

LOOK! Excluded Benefits!

DUTIES:

Develops, organizes and administers specific program areas within the Classification and Compensation Division. Makes recommendations to the CCD Management regarding the development of program proposals, enhancements or changes to existing programs. Maintains an ongoing familiarity with current personnel issues and shares that information with both management and subordinate staff to ensure consistent application of policy, practices and procedures. Provides oversight and independent direction for program work in response to State statutory requirements, Administration direction, and internally-initiated programs.

Supervises a professional staff providing consultation and direction to line departments with respect to management and development of the human resources program. Plans the work and manages the work performance of section staff. Ensures continuous development of staff so that quality service is provided to all DPA customers, and provides for the continuity of workforce expertise in classification and compensation principles. Provides oversight and guidance to staff conducting reviews of departmental position allocation actions and personnel practices; ensures appropriate adjustments are made to the departmental delegation authority, as needed. Supervises a professional staff engaged in providing technical support to the LRD while engaged in contract negotiations, administration, and implementation; in cooperation with the LRD, assigned staff may also function in a liaison role to line departments and control agencies such as the State Personnel Board, and the State Controller's Office.

DESIRABLE QUALIFICATIONS:

Strong analytical and communication skills, personnel management experience in either a control agency setting or in a line department, and familiarity with principles of classification and pay, salary setting, and requirements of the Dills Act are desirable qualifications.

WHO MAY APPLY:

Persons with list eligibility for the class of Personnel Program Manager I, persons who have status in the class of Staff Services Manager II, and/or persons who meet the criteria for lateral transfer to this class. After initial screening, only the most qualified applicants will be contacted for an interview.

SUBMIT APPLICATIONS/RESUMES TO:

Ms. Josie Fernandez
Classification and Compensation Program Manager
Department of Personnel Administration
1515 "S" Street North Bldg. #400
Sacramento, CA 95814

RPA#06-019 & 06-020

Telephone relay service for the deaf or hearing impaired, TDD Phone: 1-800-735-2929; voice TDD Phone: 1-800-735-2922

Note: Rank and file employees who accept employment with the Department of Personnel Administration are no longer under the collective bargaining provisions of the Ralph C. Dills Act.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.